

POSSUM POINT PLAYERS – ARTISTIC COMMITTEE MINUTES NOVEMBER 1, 2018

- I. **CALL TO ORDER** – Chairwoman Marsha Shull called the meeting to order at 5:34. Members present were: Marsha Shull, Nina Galerstein, Beth Howlett, Jim Hartzell, Rosanne Pack, Bernie Noeller, Jill Lewandowski, Scott Cinnamon (For Cindy) and Richard Huffman. Members absent were Lorraine Steinhoff, Chuck Cutsail, Ashlie Workman, Chase Schirmer, Braeden Swain, Fred Dean, Claudius Bowden, Jr. Also, present were Dawn Conaway, Executive Administrator, Jerry Gietka, Director of It's A Wonderful Life and Ed Guinan, Director of Sleuth.
- II. **APPROVAL OF MINUTES OF MEETING**, On motion by Beth, second by Bernie, the minutes of October 4, 2018 were unanimously approved.
- III. **REPORTS**
 - A. **SHOW DIRECTORS**
 1. **It's A Wonderful Life** – Jerry stated his show is going well and the set is almost done.
 2. **Sleuth** – Ed reported that his tryouts will be held on Sunday, Monday and Thursday, November 4, 5 and 8. He also announced that his assistant director would be Laura Ochsman.
 - B. **EXECUTIVE ADMINISTRATOR** – Dawn reported:
 1. 369 tickets were sold for the Motown Review
 2. 666 tickets have been sold for It's A Wonderful Life with both Sundays over 170.
 3. The keyboard offered to us by Nita Gary has been checked out and determined it was not suitable for our purposes.
 4. The Annual Brochure for 2019 is almost ready and Dawn expects it to be out shortly after Return Day.
 5. We are still looking for volunteers to spend time at our return day booth. Jim and Rob Baker will be setting up and Beth will be helping in the morning and Marsha in the afternoon.
 6. Dawn explained that the column of seats in the theater to stage right are held in reserve for volunteers unless they have been sold due to high sales volume.
 - C. **EXECUTIVE COMMITTEE REPRESENTATIVES** – Rosanne reported that the 2019 Main Stage season had been approved as recommended.
 - D. **ARTISTIC COMMITTEE MEMBERS**
 1. **MAKEUP** – Beth reported:
 - a. She had been looking for someone to take over her position on the AC. Jim suggested a news release be sent out with responses to go to Beth.
 - b. She needs a 4-step ladder to reach the wig storage area. It was suggested she use her \$200 annual allotment.

2. NFS – Richard reported that after much deliberation the NFS is asking to have its name changed to Possum Point Shakespeare Players. The name change was unanimously approved on motion by Richard, second by Bernie.
3. PPP RADIO THEATER – Bernie reported that their performance for Sea Witch went on in the museum in spite of the inclement weather. He reminded the committee that they are still livestreaming on radiorehoboth.com (99.1FM) on Sundays at 7 PM.
4. PROPS – Scott reported for Cindy that she is looking for a long-term goal of making the props operation more efficient with either new storage space (currently under consideration along with storage space for platforms and other stage pieces.) or perhaps a scrapbook with a props listing and possibly pictures. He also said she is concerned about furniture storage and the difficulty with finding space for storage.
5. DREAMERS UNITED – Claudius reported that the show went extremely well and that there has been renewed interest in meetings of the group.

IV. OLD BUSINESS –

- A. Policy on PJ/AC member relationship during show – Jim and Chase will be meeting soon and have a proposal for the December meeting.
- B. Performance Agreement, OTE – Jill reported that they are interested in doing a show called the Rimers of Eldritch, with auditions in July, directed by Ed Guinan. A motion to postpone consideration of the performance, dates and director passed unanimously. The motion was to give On the Edge time to submit Performance Approval and Usage Agreement and to discuss possible show dates with Dawn.

V. NEW BUSINESS –

- A. ASSISTANCE – Discussion ensued concerning looking for help with a number of AC areas of responsibility such as costumes, props and makeup. There is a need for a plan of attack which includes making sure that when people volunteer, there is actually something for them to do.
- B. FEBRUARY FUNDRAISER – Jim submitted a performance approval form (Copy attached to minutes.) and spoke for Donna deKuyper. The show will be called “Let It Go” – Academy Awards Songs. It is to take place on February 23. It is to be co-directed by Donna and Doug Yetter. Doug will also serve as Music Director. Donna will be contacting all AC members including those from whom she does not need help and explaining her plans for all directorial staff. Her form noted they do not need the theater until after Sleuth and she will be working with/talking with John Hulse and Lorraine Steinhoff about rehearsal space. On motion by Beth, second by Jim, unanimous approval was given to Doug and Donna as co-directors, “Let it Go” as the title, and performance date will be February 23 with the provision that Donna get in touch with all AC members about her plans for their area ASAP.

POSSUM POINT PLAYERS
PERFORMANCE APPROVAL AND USAGE AGREEMENT

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.) PAGE 1 OF 2

AFFILIATE OR

SPECIAL EVENTS COORDINATOR NAME: DONNA DEKUYPER, CO-DIRECTOR DOUG YETTER, CO-DIRECTOR – SHOW ONLY

EVENT: "LET IT GO" – ACADEMY AWARDS SONGS FUNDRAISER.

LOCATION OF EVENT: POSSUM HALL_X

PRIMARY CONTACT: DONNA DEKUYPER PHONE: 302 228-1768 E-MAIL: donnadek@comcast.net

USAGE - LIST DATE(S), TIME AND ACTIVITY [Rehearsal, Performance, Construction, Strike etc. Specifics TBA – TECH WEEK 2/17 – 2/22 SHOW WILL NOT NEED THEATER UNTIL AFTER "SLEUTH." BOTH DIRECTORS OF HOW TO SUCCEED ARE IN CAST OF THIS SHOW AND WILL BE CONSULTED ABOUT SHARING THEATER SPACE/TIME

SPACES REQUESTED (Please enter dates and times of usage for all areas that you are requesting)

Green Room _____ Lobby _____ Kitchen _____

Shop ☒ Theater ☒ Light/Sound/EFX Booth ☒

PERSONNEL REQUESTED (Please check all that you are requesting.)

Makeup _____ Costumes _____ Props _____ Lights ☒ Sound/EFX ☒ Set construction ☒

OTHER –

Director will be in touch with all AC personnel to let them know her plans, including in areas where assistance is not needed.

Would like to release streamers or glitter at end of show.

CONDITIONS: (Artistic Committee chairpersons whose areas were used by the group, will be the final arbiter regarding cleanliness and order.)

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.
2. The Group will not make any permanent alterations, wall holes or attachments to existing structures.

6/16/17-JCH – Adopted 6/8/17 AC - 6/13/17-EC

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3. At no time will fire exit doors be blocked with equipment or materials. The Group will not use or store hazardous materials or permit the use of an open flame. The Group will not overload electric circuits or use non-standard electrical equipment.
4. The Group will not use glitter or confetti unless listed in the "Other" section of the agreement.
5. The Group is responsible for damages to the facility during the Group's use and for all fines from blocking exit doors.
6. If the Group is not using a PPP sound/EFX or lighting tech, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general wash with left-right-center control and/or spot lights, detailed lighting requirements will also be attached under "Other Special Instructions." The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair.

Agreement to the foregoing is indicated by the signatures below:

Executive Administrator _____ Date: _____

Fund Raising Chair _____ Date: _____

Sound EFX _____ Date: _____

Lighting _____ Date: _____

Props _____ Date: _____

Costumes _____ Date: _____

Set _____ Date: _____

Makeup _____ Date: _____

REQUESTING GROUP NAME: "LET IT GO" ACADEMYAWARDS SONGS FUNDRAISER

REQUESTING GROUP CONTACT: _____ Date: _____

ARTISTIC COMMITTEE CHAIR: _____ Date: _____

EXECUTIVE COMMITTEE CHAIR: _____ Date: _____

AC APPROVAL DATE:

EC APPROVAL DATE:

6/16/17-JCH – Adopted 6/8/17 AC - 6/13/17-EC

10/31/2018

Marsha Shull, Chairwoman
PPP Artistic Committee

Marsha:

Please accept this letter as official notice of my resignation as the Director Liaison and Selection Chair of the PPP Artistic Committee effective January 1, 2019.

I am doing this for personal reasons but, I will continue to assist in other ways with people with whom I am working and I have promised to help, if they so choose.

Regretfully


Jim Hartzell